

**LOCAL GOVERNMENTS  
CAPITAL IMPROVEMENTS REVOLVING LOAN PROGRAM  
Loan Application**

<b>SECTION A    Loan Type (Select only one.)</b>					
<input type="checkbox"/> 1. CAP Funds (Taxable)			<input type="checkbox"/> 2. CAP Funds (Tax-exempt)		
If the applicant selects tax-exempt funds, the applicant will be responsible for a \$275 legal fee for tax-exempt status review.					
<b>SECTION B    Applicant Information</b>					
Name:			Chief Elected Official:		
Street Address:			P.O. Box:		
City:			State: Mississippi		
Zip Code:			County:		
Telephone:			Fax:		
E-mail Address:			Legislative District(s) House:		Senate:
<b>SECTION C    Contact Person</b>					
Name:			Agency /Company:		
Street Address:			P.O. Box:		
City:			State: Mississippi		
Zip Code:			County:		
Telephone:			Fax:		
E-mail Address:					
<b>SECTION D    Job Impact</b>			<b>SECTION E    Population (Select only one.)</b>		
Existing Jobs	Created Jobs	Total Jobs	<input type="checkbox"/> Regular <input type="checkbox"/> Small Population (1500 or less)		
			Total Population		
<b>SECTION F    Terms of the Loan</b>			<b>SECTION G    Project Dates</b>		
Terms Requested:			Design by:		
			Start Construction by:		
			End Construction by		

**SECTION H Funding Sources for the Project (Please provide documentation verifying all matching funds.)**

	Amount	Award Due
Loan Funds Requested		
Applicant Funds		
CDBG Funds		
Total Project Cost	0	

**SECTION I General Information**

1. Has applicant secured all the necessary funds for the project with the exception of CAP funds?  
☐ Yes ☐ No If no, please provide details.
2. Has the local entity pledged any part of its sales tax or homestead exemption rebates from previous projects?  
☐ Yes ☐ No If yes, please list amount(s) pledged and the program(s).
3. Does a person who is an employee, agent, consultant, officer, or elected official of the applicant, or of any designated public agencies have a personal or financial interest in the proposed project?  
☐ Yes ☐ No If yes, please provide details.
4. Will the local entity be required to obtain permits from the Department of Environmental Quality, Department of Health, or any other regulatory agency(ies)?  
☐ Yes ☐ No If yes, please list.
5. Are there any environmental issues that could have a negative impact on this project?  
☐ Yes ☐ No If yes, please provide details.
6. If the applicant is planning to lease the facility, is or has the lessee (business/industry) and/or any principal stockholder, director, officer, partner, or any other affiliate of your lessee ever been in receivership or adjudicated bankruptcy?
7. Will the proposed project require the acquisition of real property or easements?  
☐ Yes ☐ No If yes, please provide details.

**SECTION J Project Description (Attach separate sheet, if necessary.)****SECTION K Sources and Use of Funds**

	CAP Funds	Other Funds	Total Funds
Water Improvements			0
Sewer Improvements			0
Drainage Improvements			0
Fire Improvements			0
Buildings			0
Access Road			0
Tourism Facility			0
Railroad Improvements			0
Recreation			0
Brownfield Remediation			0
Totals	0	0	0



## **SECTION L Special Conditions**

1. The Applicant will retain title and maintain, preserve, and keep the project in good working order and condition until the CAP loan is satisfied.
2. The Applicant will comply with all nondiscrimination and equal employment opportunity requirements.
3. The Applicant will not use the funds to retire any debts, except for current construction type loans directly related to the project.
4. The Applicant will not utilize CAP proceeds to make a loan to any private entity, public entity, or individual(s).
5. The Applicant will not acquire a building or facilities from individual(s), company(ies), or corporation(s) with CAP funds, and subsequently lease them to the seller (previous owner) within 5 years of acquisition.
6. All applicable procurement laws will be followed by the Applicant.
7. The Applicant may not purchase a building that has been constructed in the last 6 months.
8. Recreational sites acquired and/or developed with CAP assistance cannot be converted to uses other than their original scope/intent during the life of the loan.
9. The Applicant may only submit one project per application.
10. If the CAP funds are used in a joint project with other funds, then the CAP may be subject to the other funds' regulations.
11. If this is a joint project with another local unit of government, an inter-local agreement with the Attorney General's approval is required.
12. If the Applicant has not advertised for bids within 120 days after receiving the loan approval, MDA will have the option to recall the CAP funds.
13. There must be consultation with the Energy Division of the Mississippi Development Authority on equipment that uses electricity or gas, and alternate fuel systems must be considered.
14. Before loan approval for remediation of a brownfield site, the Applicant must provide MDA with an executed copy of the brownfield agreement between the Applicant and the Executive Director of MDEQ.
15. During the brownfield clean-up process, the CAP funds must be expended within one year from the date of the loan approval, unless a waiver is granted upon good cause shown.
16. The applicant will be responsible for the operating and maintenance (O&M) of the brownfield site.
17. Any amendments, changes or violations of the brownfield agreement site must be reported to MDA and MDEQ within 10 business days.
18. The applicant shall include in all contracts with Participating Parties a provision that each Participating Party agrees that any duly authorized representative of MDA and/or MDEQ shall, at all reasonable times, have access to any portion of the Project in which such Participating Party is involved until the completion of all brownfield agreement requirements.
19. Within thirty days after the brownfield agreement is executed and before any loan disbursements are released, the Applicant shall provide a copy of deed, clear certificate of title or other instrument certifying that the property is owned by the Applicant and subject to a brownfield site agreement.
20. For downtown improvements, the Applicant must submit a letter from the Main Street Association stating that the Applicant is a Main Street Member in good standing and a certified Main Street, Small Town Street or Urban Main Street Program in good standing or in the process of becoming a certified program.
21. All downtown improvements must comply with their local Main Street building codes, covenants and ordinances.
22. For downtown improvements, the buildings must be vacant for one year or more.

To the best of my knowledge and belief, all data contained in this application, the attachments are true and correct, and its submission has been duly authorized by the local entity.

Signature, Chief Official

Name (typed)

Title

Date

Application Submission:  
Submit one original application (with original attachments) and one copy to:

**Mississippi Development Authority  
Community Services Division  
Post Office Box 849  
Jackson, Mississippi 39205  
Telephone: (601) 359-3179 Fax: (601) 359-3180**



## CAPITAL IMPROVEMENTS REVOLVING LOAN APPLICATION REQUIRED ATTACHMENTS

- A. A certified copy of the Resolution of Intent from the Applicant (All Applicants must use the Public Notice attached to the CAP Guidelines.)
- B. A letter on official letterhead from the Applicant's certified public accountant, auditor or fiscal officer verifying that the Applicant's financials reflect the ability to repay the CAP loan. This verification must include the source of repayment, i.e., surcharge or other verifiable means of repayment.
- C. Certified Proof of Publication of the required Public Notice of the Applicant to enter into a Loan Agreement with MDA for CAP funds. The Resolution must be published once a week for at least four (4) consecutive weeks in a newspaper having general circulation in the county. **The Resolution must have been published within the last 6 months prior to submittal of the loan application.**
- D. Once the publication process is complete, a certified copy of the minutes of the Applicant showing their decision to proceed with the loan.
- E. If applicable, written verification that the Applicant has consulted with the Public Service Commission regarding proposed water and wastewater projects.
- F. Fire Protection loans shall be made to enhance structural fire fighting capabilities. Loans for fire trucks must meet the National Fire Protection Association standards.
- G. If applicable, the Applicant must submit a maintenance plan for water and wastewater improvement loans which verifies that a reserve fund shall be established at the time of loan closing.
- H. If applicable, official certification of preliminary project plans and specifications from the project engineer and the operating railroad indicating that the project meets Railway Engineering and Maintenance-of-way Association (AREMA) and Federal Railroad Administration (FRA) standards and other necessary compliance requirements.
- I. If applicable, an appraisal and two review appraisals, which must be conducted no more than three months prior to loan closing, on buildings to be purchased.
- J. Maps reflecting the project location as well as detailing of the improvements.
- K. Cost verifications must be on engineer's, contractor's or architect's original letterhead and signed by the firm's representative.
- L. Applicant's current annual audit and the latest financial summary reflecting any long-term debt or any changes in their financial position since last annual audit was prepared.
- M. For remediation of brownfield projects, enclosed an executed copy of the brownfield agreement between the applicant and the Executive Director of MDEQ.
- N. A letter from Main Street stating the applicant is a member in good standing and a certified Main Street, Small Town Main Street or Urban Main Street Program in good standing or in the process of becoming a certified program.